

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**SOIL SCIENCE SPECIALIST**

**JOB DESCRIPTION**

Employees in this job function as professional specialists with responsibility for a soil science program or specialty area; or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are two classifications in this job.

**Position Code Title – Soil Science Specialist 2**

**Soil Science Specialist 13**

The employee functions as a second-level specialist or as an administrative assistant to an office director, division director, or equivalent-level administrator.

**Position Code Title – Soil Science Specialist 3**

**Soil Science Specialist 14**

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or equivalent-level executive.

First-level specialists are classified at the advanced level of the Soil Scientist job.

**JOB CONCEPTS**

Specialist jobs are evaluated by the appointing authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, the scope of the program or specialty, and the impact of the job functions to determine the classification level. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, departmentwide, agencywide, or the equivalent scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, departmentwide, agencywide, or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

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Administrative Assistant jobs predominately and essentially function to advise and assist an administrator or executive in all areas for which the official is responsible. The positions report directly to the official in a staff capacity and are typically involved in budget development, program planning, policy and procedures development, representing the official at meetings, and are otherwise, assisting in all areas of the official's responsibilities.

### **JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

#### **Administrative Assistant**

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

#### **Specialist**

Recommends and formulates procedures, policies, and guidelines for assigned programs.

Develops and implements program goals and plans.

Makes recommendations in areas of expertise for the program.

Acts as a liaison with other agencies, organizations, and employees to coordinate technical programs.

Plans and coordinates the training of staff.

Serves as a technical consultant and liaison with industry and governmental agencies.

Reviews scientific literature and reports concerned with current developments in soil science.

Prepares special studies and reports.

Conducts field reviews of soil survey areas.

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Represents the department at meetings and conferences.

Schedules soil surveys.

Participates in the collection, evaluation, and coordination of technical support data.

Takes soil borings and makes visual observations of the terrain and records data.

Examines, identifies, and classifies soils and determines their characteristics.

Maintains records, and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

##### **Administrative Assistant**

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

##### **Specialist**

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

##### **Administrative Assistant and Specialist**

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Knowledge of the principles and practices of basic soil science.

Knowledge of the standard soil classification system.

Knowledge of chemistry, physics, and mapping as related to the work.

Knowledge of the equipment used in conducting soil surveys.

Knowledge of soil survey operations and procedures.

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Knowledge of the techniques of collecting and analyzing data.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

Ability to apply principles and practices of soil science.

Ability to recognize photographic patterns and relate these to the significant features of soils.

Ability to prepare technical descriptions of individual pedons and mapping units.

Ability to interpret and record visual observations.

Ability to observe critically and obtain accurate data and prepare reports.

Ability to maintain records, and prepare reports and correspondence.

Ability to maintain favorable public relations.

### **Working Conditions**

Some jobs require an employee to work outdoors as well as in an office or a laboratory.

### **Physical Requirements**

The job duties require an employee to move heavy objects.

The job duties require an employee to traverse rough terrain.

### **Education**

Possession of a bachelor's degree in soil science.

### **Experience**

#### **Soil Science Specialist 13**

Four years of experience as a soil scientist, including two years of experience equivalent to a Soil Scientist P11.

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OR

One year of experience equivalent to a Soil Scientist 12.

**Soil Science Specialist 14**

Five years of experience as a soil scientist including, three years of experience equivalent to a Soil Scientist P11.

OR

Two years of experience equivalent to a Soil Scientist 12.

OR

One year of experience equivalent to a Soil Science Specialist 13.

**Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**  
SOILSCSPL

**Job Code Description**  
Soil Science Specialist

**Position Title**

Soil Science Specialist-2  
Soil Science Specialist-3

**Position Code**

SOILSPL2  
SOILSPL3

**Pay Schedule**

H21-014  
H21-017

ECP Group 2  
Revised 5/22/02  
HET/VLWT/MP/VT/Team Leaders